



## Robyn Pouquette, County Recorder

To create public records, maintain said records to archival standards and provide convenient access to these records for public viewing. Also, to provide residents access to the electoral process through the maintenance of a voter registration system and an early voting process.

## MAJOR FUNCTIONS

### Public Records:

Records, indexes and preserves documents as permanent public records. Upon request and for a fee, copies of records will be provided. The staff assists customers in finding records and they conduct statutory record searches.

### Voter Registration:

Maintains voter records for the County, supplies voter information according to statute, provides early ballot voted ballot verification services and certifies signatures on petitions.

## 2013-2018 OBJECTIVES

**CS-** Annually, increase the number of digitized records viewable via internet by 20%.

✓ 20% of digital records are viewable via internet.

**CS-** By the next survey, to have 80% or more of residents in Yuma County to agree that the availability of public records meets their needs.

✓ 80% of residents in Yuma County agree that the availability of public records meets their needs.

**CR-** Index 100% of recorded documents within 48 hours of recordation by FY2018.

✓ 20% of recorded documents are indexed within 48 hours of recordation.

**CR-** Process 95% of early ballots received within 24 hours by FY14/15.

✓ 80% of early ballots are processed within 24 hours.

**CR-** Increase the number of public education opportunities and voter outreach events to 15 by FY14/15.

✓ 12 public education opportunities and voter outreach events are available.

**CR-** Increase the percentage of returned early ballots of those mailed to early voters to 60% by FY14/15.

✓ 30% of early ballots are returned.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)

## PERFORMANCE REPORTING

| Performance Measure Actuals & Benchmark - Recorder   |                  |        |        |        |        |
|--|------------------|--------|--------|--------|--------|
| The following measures are departmental priorities identified in the County-wide Strategic Plan:   |                  |        |        |        |        |
| Department Goal:   | Target/Benchmark |        |        |        |        |
| Measure:   | FY2014           | FY2015 | FY2016 | FY2017 | FY2018 |
| To provide easy access to County departments, records & services.                                  |                  |        |        |        |        |
| % of digital records viewable internet.  | 20%              | 40%    | 60%    | 80%    | 100%   |
| % of residents in Yuma County who agree that the availability of public records meets their needs. | 80%              | 80%    | 80%    | 80%    | 80%    |
| % of documents indexed.  | 20%              | 40%    | 60%    | 80%    | 100%   |
| Improve processing rate of early ballot returns.   |                  |        |        |        |        |
| % of early ballots processed within 24 hours.  | 80%              | 95%    | 95%    | 95%    | 95%    |
| Increase and Maintain Voter Outreach and Public Education Opportunities.                           |                  |        |        |        |        |
| # of public education opportunities and voter outreach events.                                     | 12               | 15     | 15     | 18     | 18     |
| Increase early ballots submission.   |                  |        |        |        |        |
| % of early ballots returned.   | 30%              | 60%    | 60%    | 65%    | 65%    |



# RECORDER

## AUTHORIZED FULL TIME EQUIVALENT

| Authorized Positions by Major Function |              |              |              |              |
|--|--------------|--------------|--------------|--------------|
|  | 2012-13      | 2013-14      | 2014-15      | 2015-16      |
| Recorder & Deputy                      | 2.00         | 2.00         | 2.00         | 2.00         |
| Public Records                         | 5.47         | 5.00         | 5.00         | 5.00         |
| Voter Registration                     | 3.00         | 3.00         | 3.00         | 3.00         |
| <b>Total</b>                           | <b>10.47</b> | <b>10.00</b> | <b>10.00</b> | <b>10.00</b> |

There are no staffing changes for FY15/16.

The County Recorder is an elected official. All of the other employees are regular County employees. Grant funds are not typically available for functions performed by the Recorder's office.

## 2016 ANNUAL BUDGET

**Revenue:** General Fund support is at the level needed for General Fund Expenditures. There are no substantial changes in Special Revenue.

**Personnel:** There are no substantial changes this fiscal year.

**Supplies and Services:** There are no substantial changes this fiscal year.

**Capital Outlay:** There is no Capital Outlay budgeted this fiscal year.

| Recorder                              | Actual<br>2012-13 | Actual<br>2013-14 | Budget<br>2014-15   | Estimate<br>2014-15 | Budget<br>2015-16 | %<br>Change    |
|---------------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|----------------|
| <b>Sources</b>                        |                   |                   |                     |                     |                   |                |
| General Revenue                       | \$ 570,227        | \$ 572,672        | \$ 623,953          | \$ 622,475          | \$ 637,954        | 2.24%          |
| Special Revenue                       | 142,402           | 115,354           | 120,000             | 90,806              | 115,354           | -3.87%         |
| Balance Forward                       | 267,874           | 288,419           | 298,711             | 316,066             | 142,304           | -52.36%        |
| <b>Total Sources</b>                  | <b>\$ 980,503</b> | <b>\$ 976,445</b> | <b>\$ 1,042,664</b> | <b>\$ 1,029,347</b> | <b>\$ 895,612</b> | <b>-14.10%</b> |
| <b>Uses</b>                           |                   |                   |                     |                     |                   |                |
| Personnel                             | 460,502           | 452,774           | 488,997             | 487,927             | 497,461           | 1.73%          |
| Supplies & Services                   | 231,582           | 207,605           | 252,595             | 399,116             | 253,576           | 0.39%          |
| Capital Outlay                        | -                 | -                 | -                   | -                   | -                 | N/A            |
| Debt Service                          | -                 | -                 | -                   | -                   | -                 | N/A            |
| Reserves & Contingencies              | -                 | -                 | 301,072             | -                   | 144,575           | -51.98%        |
| <b>Total Uses</b>                     | <b>\$ 692,084</b> | <b>\$ 660,379</b> | <b>\$ 1,042,664</b> | <b>\$ 887,043</b>   | <b>\$ 895,612</b> | <b>-14.10%</b> |
| <b>Other Sources &amp; Uses</b>       |                   |                   |                     |                     |                   |                |
| Transfers In                          | -                 | -                 | -                   | -                   | -                 | N/A            |
| Transfers Out                         | -                 | -                 | -                   | -                   | -                 | N/A            |
| <b>Total Other Sources &amp; Uses</b> | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>       | <b>N/A</b>     |
| Other Restricted                      | \$ 288,419        | \$ 316,066        | \$ -                | \$ 142,304          | \$ -              | N/A            |